

Michigan's Campaign to End Homelessness Housing Initiatives

HOMELESS FAMILIES INITIATIVE

Addendum D

2008-2009

REQUEST FOR PROPOSALS

Background:

In 2006, the Michigan State Housing Development Authority (MSHDA) allocated \$7.5 million dollars (\$7,500,000) targeted to the creation and implementation of strategies that address the housing and service needs of Homeless Families. MSHDA partnered with the Department of Human Services (DHS), Department of Education (DOE), Department of Corrections (DOC), Department of Community Health (DCH), and Department of Labor and Economic Growth (DLEG). Through the first Homeless Families Initiative the process of achieving the vision that *"All Michigan children and families will live with dignity and thrive in safe, affordable, and sustainable homes in supportive communities"* began.

In order to achieve this vision we need to change the way we do business and by doing so, build the infrastructure needed to increase the effectiveness of our federal, state and local systems. Through the work of Michigan's Policy Academy on Homeless Families and Children ("the Academy"), a *Comprehensive Model for Ending Family Homelessness* ("the Model") was developed. This Model represents an interdepartmental commitment to systemic reform, and is based on the premise that state and local innovation can improve opportunities for Michigan residents who are homeless—or at risk of homelessness—through the development of policies and programs that both integrate and better target current and future housing, health, social, and workforce investments. A critical element of this approach will be a commitment toward flexibility, when appropriate, to effectively implement the Comprehensive Model. The Model identified a series of "core strategies" that the Academy believed would generate the most impact toward ending homelessness. Above all, it establishes the importance of integrated policies and services at all levels. We believe that building on a commitment to the "Housing First" concept, and implementing the core strategies in the Comprehensive Model holds the potential of ending homelessness for Michigan's most vulnerable families with children.

For the 2008-09 funding year, MSHDA has committed \$5.5 million dollars (\$5,500,000) that can be used to create permanent supportive housing for homeless families. Funds may be used for the acquisition, rehabilitation or new construction of supportive housing. Grantees with no prior experience in housing development are encouraged to partner with local community development corporations, nonprofit supportive housing developers or affordable housing developers.

Project Overview:

To expand on the efforts of the first round of funding, the Michigan State Housing Development Authority (MSHDA) has allocated an additional \$5.5 million dollars (\$5,500,000) for the Homeless Families Initiative targeted to the creation and implementation of strategies that address the housing and service needs of homeless families. For this initiative, MSHDA continues to partner with the Department of Human Services (DHS), Department of Education (DOE), Department of Corrections (DOC),

Department of Community Health (DCH), and Department of Labor and Economic Growth (DLEG). It is our intent to expand the efforts of this initiative to every region of the state. Through this initiative we hope to build upon the strength of existing local partnerships in order to create permanent housing solutions for homeless families. It is our intent to assure that rural as well as urban projects are considered, with a minimum of two (2) rural Homeless Family projects funded through this offering.

Core Strategies:

- Transition to “Housing First” orientation
- Assure comprehensive services for housing stabilization
- Increase consumer income
- Develop comprehensive community-based prevention systems
- Address federal policy barriers
- Develop cross-systems data analysis
- Provide training & technical assistance
- Plan for success and assure alignment of local housing and service plans
- Build public support and political will for ending homelessness

Expected Outcomes:

- Align with and support local 10-Year Plans to End Homelessness;
- Commitment by the community to partner in effectively utilizing existing resources to implement system-wide changes in support of the 10-Year Plan to End Homelessness;
- Reduction in the duration of homelessness of families who have entered the emergency shelter system;
- Decrease the time required to assist homeless families in securing mainstream services, entitlement benefits, and opportunities for increased income (including participating in SOAR);
- Increase the numbers of families who exit the shelter system with positive housing outcomes;
- Decrease measurable net costs of homelessness for public systems (over time);
- Create local models of supportive housing for families who are experiencing homelessness;
- Develop and implement strategies that rapidly move families from shelters and streets into permanent housing;
- Create linkages between this initiative and local, state and federal funding streams;
- Enhance collaboration between local units of government, Continuum of Care (CoC) bodies, Community Collaborative service providers, local businesses, and local philanthropic entities;
- Create and support local Interagency Service Teams;
- Create an effective development team that will be able to replicate supportive housing models for future production of affordable housing units;
- Provide necessary support services to establish and maintain stability and self-sufficiency.

Use of Funds:

For this initiative MSHDA has committed \$5.5 million dollars (\$5,500,000) and communities can request up to **\$1 million dollars (\$1,000,000)** for a specific project.

These funds may be used for:

- New construction or acquisition/rehabilitation of Supportive Housing Rental Projects
 - Funding will be structured as a zero percent, non-amortizing repayable loan, due in full upon sale, or on or before 40 years of the date of disbursement, with 25 percent of the loan forgiven for every 10 years of successful operation.
 - Fifteen percent of the funds can be used as a developer fee.

Match Dollars/Leveraged Resources:

Communities are required to provide a 25 percent local match or leverage of funding. To be eligible as match/leverage, funding must be newly allocated or existing funding that is redirected to target the families in this Initiative. The following resources may be used to provide the matching funds:

- Local, state or federal funding opportunities including, but not limited to:
 - Community Development Block Grant (CDBG); Home Investment Partnership Program (HOME); Low Income Housing Tax Credits (LIHTC); Payment in lieu of taxes (PILOT); Shelter Plus Care (S+C); Supportive Housing Program (SHP); DHS State Emergency Relief/Emergency Service Grants; local Public Housing Authority (PHA) Project Based Vouchers or Housing Choice Vouchers targeted to families in this initiative; operating grants and/or service funding
- Philanthropic sources/cash
- Donated land/property
- Other community resources
- Supportive service commitment

Definitions:

The intent of this initiative is to target homeless families with children most in need including those with incomes at or below 30 percent Area Medium Income (AMI) OR at or below 100 percent of the poverty level and those at greatest risk of experiencing long-term homelessness.

Homeless – a family who lacks a fixed, regular, and adequate nighttime residence, with first priority given to those living in:

- A publicly or privately operated shelter and/or transitional facility designed to provide temporary living accommodations (including those being assisted with hotel vouchers);
- A public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings (including living on the streets, in a state park, or automobile);
- An institution that provides a temporary residence for individuals intended to be institutionalized;

And second priority to those living:

- Doubled up (couch surfing)

Families – For the purpose of this initiative family is defined as an adult(s) with a biological child(ren) or legal guardianship of a child, who is under 18 or, enrolled in school and expected to graduate by age 19. This includes, but not limited to grandparents raising grandchildren and women who are pregnant. Project Lead Agencies must agree to serve the general homeless family population.

Interagency Service Team (IST) - A team of representatives from human service agencies that serve the low-income population in their community. This team should consist of representatives from the key stakeholders within the community including:

- Department of Human Services
- Community Mental Health Provider
- Michigan Works! Agency
- Emergency and/or Domestic Violence Shelter Provider

Communities that have special programs that serve homeless populations should also, where possible, include representatives from the following organizations as part of the IST:

- Hospital Administrators
- Local Police or Sheriff's Department
- Housing Resource Specialists
- Veterans Affairs
- Homeless Youth Programs
- Michigan Prisoner Re-Entry Initiative
- School District Homeless Liaison/School Representative
- Community Action Agencies
- Substance Abuse Agencies

It is recommended that a single IST be created that encompasses all initiatives. If your community already has an existing IST, membership should be broadened to include the representation necessary for all of the initiatives. The IST should minimally meet quarterly.

Project Lead Agency - This agency assumes the responsibility of project management and coordination, and is the fiduciary for the funding.

Housing First - Methodology premised on the belief that vulnerable and at-risk homeless individuals are more responsive to interventions and social services support after they are in their own housing, rather than while living in temporary/transitional facilities or housing programs. Rapid re-housing facilitates the move into permanent housing for homeless individuals and seeks to engage them in a voluntary progressive set of individual case management activities and a family centered planning process that moves them toward improved social and economic well being.

Family Centered Plan – A planning and service delivery process that:

- Recognizes that parents play a unique and essential role in the lives of their minor children and have the greatest influence on the child's health, growth and development;
- Recognizes that enhancing parenting competence and confidence is the best avenue to achieving better outcomes for children;

- Is family-specific, individualized by the culture, strengths, concerns, and resources of each family;
- Seeks to build a self-empowerment within parents, children and youth;
- Promotes resiliency by developing interventions that build competence and skills in children, youth and families, reduces risk and enhances protective factors;
- Promotes a child/youth's ability to assume more choice and leadership as he/she matures and develops in preparation for adulthood.

Memorandum of Understanding (MOU) - A MOU must be created between identified supportive service agencies and other key stakeholders that clearly defines the relationship between all parties.

Michigan Statewide Homeless Management Information System (MSHMIS) – This system details the homeless demographics in Michigan including the problems they face, the resources used, and where current services are falling short.

Quarterly Initiative Status Reports - Reports identifying the current completion stage of the project, including information regarding problems incurred in the delivery of benefits. This information will be shared with the State Executive Management Team at their quarterly meetings.

Eligible Communities and Project Lead Agency:

Eligible Communities must meet all of the following criteria:

- The community must have submitted a 10-Year Plan to End Homelessness. (Details must be provided on how this initiative furthers the recommendations in your community's 10-Year Plan to End Homelessness.)
- The application package must be approved and signed by the four local key stakeholders, including the Continuum of Care Chairperson, Community Collaborative Chairperson, Community Mental Health Director, and local Department of Human Services Director.
- The community must have identified ONE Interagency Service Team (IST), which meets on a quarterly basis.
- The community must have a Housing First strategy.
- The community must agree to disseminate best practices and lessons learned within their region and the state.
- The project must receive Regional Council endorsement.

Eligible Project Lead Agencies must:

- Be approved by the key stakeholders and exhibit the capacity to administer the program;
- Have a history of and/or current experience working with individuals and families who are homeless;
- Provide documentation of the eligible 25 percent matching funds;
- Create a strong transition plan to assist tenants in increasing income and reaching self sufficiency within the term of the grant;
- Enter client specific data into *Michigan Statewide Homeless Management Information System (HMIS)*;
- Submit a Memorandum of Understanding, Budget, and Development Timeline.

Threshold Requirements and Scoring Criteria:

Application packets must be submitted per instructions. Incomplete packets will not be reviewed.

Criteria for basic eligibility will include:

- Project Feasibility;
- Target population identified is either at or below 30 percent AMI or 100 percent of the Poverty Level;
- Potential match identified.

Scoring Criteria, points will be awarded based on the following:

General:

- Regional distribution;
- Community commitment to partner together to more effectively utilize existing resources and implement system-wide changes in support of the 10-Year Plan to End Homelessness;
- Innovative and replicable project with a strong dissemination plan.

Project Specific:

- Capacity of Project Lead Agency and partners to provide housing and necessary supportive services;
- Targets the most in need;
- Evidence of case management coordination
- The quality of the service commitment and plan with realistic service outcomes (including funding and partnerships for linking services);
- Input from consumers;
- Effective and efficient use of funding.

Technical Assistance:

Further questions can be addressed during scheduled Question and Answer Conference Calls

November 5, 2007 Question and Answer Conference Calls
➤ 10:00 a.m.
Phone #: 866-840-0048
Participant Code: 487041#

November 20, 2007 Question and Answer Conference Calls
➤ 10:00 a.m.
Phone #: 866-840-0048
Participant Code: 487041#

December 6, 2007 Question and Answer Conference Calls
➤ 10:00 a.m.
Phone #: 866-840-0048
Participant Code: 487041#

Development Assistance:

November 13, 2007 Workshop – Small Scale Supportive Housing Development Process

❖ 1:00 p.m. – 3:00 p.m.

MSHDA Lansing Office – Room 235

735 E. Michigan Ave.

OR

Attend the workshop via a live web-cast.

Please register at www.mittac.org to attend the workshop at the MSHDA office, or via the web-cast. Click on “Training Registration” and then find the training workshop named: **MSHDA-SHHI**. Then click on the button for **MSHDA Room 235** to attend in person, or **web-cast** to join via a website.

Questions may be sent to MSHDASupportiveHousing@michigan.gov. Responses to questions will be made available to the individual posing the question and a “Frequently Asked Questions” document and can be found on MSHDA’s website at www.michigan.gov/mshda or the Campaign to End Homelessness website at www.thecampaigntoendhomelessness.org. Information will be updated on a weekly basis. Please refer to the FAQ before submitting your question.

Guidelines for Submission:

- The Addendum must be no more than 15 pages typed (excluding attachments), using 1” margins with a font size of 12.
- The original along with one copy of the signed application and all supporting documents must be received on or before **January 14, 2008 by 5:00 p.m.**
- In addition, each community must email the completed application package to MSHDASupportiveHousing@michigan.gov.

Application packages must be submitted as follows:

- One General Community Application and required attachments (Local needs analysis and IST chart). The regional endorsement can be mailed separately, but must arrive at MSHDA no later than January 25, 2008.
- Project Addendum(s) for all initiatives the community is applying for along with required attachments (Memorandum of Understanding, Timeline, and Development Budget).

Faxed or incomplete application packages will not be accepted for processing. All application materials must be received as a package (including the Community Application and all Addendums for which the Community is applying). Any materials not received as a package will not be processed.